

Microsoft PowerPoint Workbook

Try the following tasks after the workshop. Focus on the core skills first, then try the optional activities if you have time.

Section 1: Getting Started

Activity 1: Create, Save and Share a Presentation

- Open PowerPoint and create a new presentation
- Choose a design theme
- Save the presentation to OneDrive
- Use the Share button to give editing access to your group members
- Check that group members can edit the file
- Challenge: Rename the file using ModuleCode_GroupNumber_OrganisationName

Section 2: Creating Slides

Activity 2: Add and Arrange Slides

- Add a Title Slide
- Add a Title and Content slide
- Add a Two Content slide
- Move a slide to a different position
- Duplicate a slide
- Create at least 5 slides

Activity 3: Use Duplicate Slide to Maintain Consistency

- Create a slide with a title, your name and your student ID
- Add presenter information in a small text box
- Duplicate the slide
- Edit the content on the duplicate slide
- Keep the presenter information in the same position on each slide

Section 3: Working with Text and Formatting

Activity 4: Format Text

- Add a slide title

- Add bullet points
- Change font size
- Make a heading bold
- Change text colour
- Centre align text

Activity 5: Copy Formatting

- Format text
- Use Format Painter to copy the formatting

Section 4: Creating Professional Slides

Activity 6: Add Presenter Information

- Add your name and student ID to a slide
- Challenge: Add presenter information to all slides

Activity 7: Add Slide Numbers

- Insert slide numbers
- Display them on all slides

Section 5: Images and Media

Activity 8: Insert an Image or Icon

- Insert a picture or icon
- Resize it
- Crop it if needed
- Move it into position

Activity 9: Optional - Insert a Video

- Insert a video onto a slide
- Resize and reposition the video
- Test that the video plays correctly

Section 6: Making Slides Look Neat

Activity 10: Align Objects

- Insert a text box, image and icon
- Use Align tools

- Use Distribute tools to space them evenly

Section 7: Visual Content

Activity 11: Create a Table of Contents Slide

- Create a slide titled Table of Contents
- List the presentation sections
- Include the presenter responsible for each section
- Apply consistent formatting
- Challenge: Add slide ranges when the presentation is finished

Activity 12: Create a SmartArt Graphic

- Create a SmartArt graphic
- Try different layouts and designs

Activity 13: Insert a Table

- Create a 4 x 4 table
- Apply a table style

Activity 14: Insert a Chart

- Insert a chart
- Edit the data
- Change the chart style

Section 8: Presenting Your Slides

Activity 15: Speaker Notes

- Add notes beneath a slide
- View notes in Normal View
- Practice using notes while presenting
- Try printing your slides with notes

Activity 16: Transitions and Animations

- Add a simple transition such as Fade
- Add an animation to bullet points
- Open the Animation Pane
- Remove any animations that are distracting
- Remember: use animations sparingly and consistently

Activity 17: Run a Slide Show

- Start the slideshow from the beginning
- Move through the slides
- Exit the presentation
- Try Rehearse with Coach and review the feedback

Section 9: Further Features (Optional)

Activity 18: Add Hyperlinks

- Create a hyperlink to a website
- Create a hyperlink to another slide in the presentation

Activity 19: Record Audio

- Record audio on a slide
- Play it back to check it works
- Consider how audio can support recorded presentations

Section 10: Final Checks

Activity 20: Review Your Presentation

- Title slide included
- Table of contents slide included
- Consistent fonts and colours
- Images or icons included
- Slide numbers included
- Presenter name and ID included
- Table or chart included
- Professional appearance